

## Job Opening

<b>Position:</b>	Life Guide Coach and Employment Specialist
<b>Department/Store:</b>	Mission Services
<b>Location:</b>	Kalamazoo, MI
<b>Wage:</b>	Based on Experience + Benefits
<b>Classification:</b>	Full-time Staff
<b>Number of Openings:</b>	1
<b>Hours:</b>	40 Hours per week
<b>Date posted:</b>	06/26/2014
<b>Submit Applications to:</b>	<a href="http://www.goodwillswmi.org">www.goodwillswmi.org</a>

### Job Duties:

Essential functions include but are not limited to:

- Through Life Guide Coach/family relationships facilitate setting and meeting individual, employment and family goals, using a strengths-based approach.
- Navigate Goodwill and existing community resource networks and other wrap-around services to ensure families and individuals receive needed assistance & provide crisis intervention as needed; be an active, contributing member of the Goodwill Mission Services Team.
- Work with community resource agencies, schools and businesses to generate nomination for the Life Guide Program and to establish connections for the benefit of all participants. Conduct initial interview on prospective Life Guide families and conduct intake as "fit" and commitment are ascertained.
- Develop job opportunities working with participants and local employers, including job matches, advocating for job carving when appropriate and establishing community/employer relationships. Follow-up with individuals placed for retention to case closure or transfer to natural supports.
- Attend meetings as required. Develop and conduct Life Guide monthly meetings to increase participant's social capital. Attend weekly Placement Team meetings & meetings with local business focused organizations (i.e. Chambers of Commerce) as required.
- Ensure all data is recorded in ETO system (Efforts to Outcomes).

### Qualifications:

Minimally one year or more prior work experience with low-income individuals and families. Must evidence an in-depth understanding of the culture of poverty. Must exhibit a genuine respect for people's abilities to make changes based on their own inherent strengths, skills, talents and desires. Must be able to relate well with young children and must have a good understanding of early childhood development ages and stages. Case management experience with a proven record keeping and computer skills including Windows, MS Word, Excel.

Applicants should be able to make decisions independently to deal objectively and effectively with individual and family needs. Must be able to work as a member of a team. Above average organizational, clerical and communication skills are expected, as well as data collection and program development. Applicant must be able to perform independent travel, transporting participants as needed, or for home or agency visits and for engagement with local employers and professional organizations. Above average professional presentation expected.

## Job Opening

Master's degree in a Human Services field preferred. Bachelor's degree required.

### Equal Opportunity Employer

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.

Please click on and read: <http://www.goodwillswmi.org/PDF/ApplicationTerms.pdf>